

# Performance and Program Improvement:

## PRACTITIONER'S TASK FORCE MEETING

April 29, 2011  
Lexington Hotel - Lansing  
925 South Creyts Rd.  
Lansing, Michigan 48917

### Attendees:

Akujobi, Cliff    Byard, Megan    DeRose, Julie L.    Dionne, Gregg    Hert, Fiona    Henry, Gloria J.    Irwin, Michelle  
 Kagyenzi, Kandekye    Klemm, Rich    McNeal, Jeff    Murphy, Mary    Reichardt, Marilyn    Thelen, Sandy  
 Truhn, Bonnie    Wood, Doug    Steeh, Bob

16

## MINUTES

1. Call to Order @ 9:01am
2. Roll Call – Check-In
3. Housekeeping
  - a. Sign-In sheets – Dispersed and completed. Members are to document their desire to serve on the Task Force for 2011-12 program year.
  - b. Mileage/Expense forms – Complete forms are to be turned in to Gregg.
  - c. Other – 1) Patty Higgins introduced Kate Wolinski, a new hire through DELEG who will be assisting the department staff in implementing policy, practices, etc at the state level. Welcome Kate. 2) Gregg reviewed the agenda with members to accept and have chance to add any items to the work of today.
4. Review of Last Meeting's Minutes: Next steps planning survey results. Gregg dispersed minutes and asked members to review. Recommendations, additions, changes etc were requested. Data Task Force minutes outline the discussion that occurred and work that needs to be done in collaboration. Data minutes can be found on the maepd.org website.
5. Initiatives:
  - a. TEMA Facilitation – Topics, feedback and reminders. Next month for PPI members to facilitate is June. Jeff, Doug, Gregg and Kandekye are assigned. Those assigned will receive an email from the TEMA committee for directions on how to post, approve and decline comments for the week. Next assignments are not again until October 2011.
  - b. March 2011 MAETC Conference: Feedback
    - Setting the Benchmarks: The Community College Connection – “Smile, You are a Part of the Big Picture”
      - Bonnie Thrun updated the group on the presentation from the Spring conference. Skills needed to better prepare students, transitions into college programming and assessments that can give students exposure and success to next steps. The session

was well attended and Bonnie has received several communications from participants for further information. Positive comments and feedback resulted and down to earth perspectives were noted and appreciated. Bonnie described a pilot program at WCC that helps students better navigate the college system. VIP at WCC is the name and if more information is needed, members can contact Bonnie.

- Goal Setting Policy Update: Update to PPI by Jeff and Mary
  - The session was packed with a great audience. Real world application can be a bit frustrating, but questions can be submitted to DELEG staff for necessary notes. Policy takes effect July 1, 2011. Will the session be replicated another date to accommodate those who were unable to attend in March? An email to Sandy is being created to ensure our recommendation is heard and questions answered.
  
- c. Transition processes for the adult learner and related data/research and measuring success. Transition that yields success for the low level learner to post secondary and/or employment.
  - i. Transition chart from last meeting. Chart dispersed to members. How are programs addressing the skills needed to get students through the pipeline? How are they addressing the leaks? Where do the leaks primarily happen? Do we create a checklist of sorts to help programs know the “how to’s”? Resources should be identified for programs to help the pipeline travels. This tool can also be used in K-12 programming as help and guidance in “drop-out prevention”. Discussions with K-12 and post secondary institutions are highly recommended to ensure communication on the pipeline is linked.
  - ii. Updates – Recommendations will be taken to tweak the chart.
  
- d. Elaboration - None noted.
  
- e. Next Steps in Transition
  - i. Recommendations to the state will include developing a tool that will address the needs of programs. This task may be a task assigned to the 2011-12 program year and identified as a deliverable in the next coming year. See page 76 of Tool Kit 3 for some examples of tools. Developing the “what” in the tool, and bring it to regions to roll out “how” locally.
  - ii. Designing professional development for form and structure of bringing a Transitions Facilitation Guide to the field, regionally specifically. Using the Navigators around the state and the PPI views of the recent Demonstration Grants as a guide. Possibly even a creation of a forum or task force that allows program reps to continue the discussion and work of regionalization and transitions. A user group so to speak providing updates, best practices, etc. MWDA (Mich Workforce Development Agency), the new DELEG, is recommended to have a discussion with the MACAE Adult Ed Focus Group to help provide a

venue for an annual summit bringing all regional reps together. A special day perhaps or even a specific time at the fall conference. Doug Wood as agreed to be the point person PPI to work with Cliff on organizing such a summit. To be planned for fall 2011, potentially at MACAE Fall Conference. Then again in the Spring 2012 at the annual MAETC conference.

6. Planning recommendations for next year

a. Issues to address

- Updated ALP to match Goal Setting Policy.
- Regionalization Program Assessment to include transition implementation for students. Tool Kit 1, Tool Kit 2 and Tool Kit 3 from Lennox?
- GAIN Test. Added to State approved assessment list? Roll out training to all...
- Regional Trainings (PD) to the field from DELEG and/or state departments on topics such as Assessment Policy, Goal Setting Policy and the ALP, Transitions Best Practice summits, Regionalization summits and other state updates. (typical August Institute).
- Recommendations to the State to include in the State Plan that regionalization should still move forward, however structure for funds needs to remain in the hands of Adult Education providers. Other ideas would be to work with Cliff regularly to create scope of the State Plan annually. Begin this discussion early rather than 2 weeks prior to due date. Spring (April 16) is typically the due date of the annual plan. The State department will need recommendations from the PPI group by March annually. The recommendations will always encompass needs for the upcoming year, not current standing year.
- Review of program performance measuring. Should adding virtual learning progress to “other” section be needed? Adding PD to the field on best practice of virtual learning. Pre-implementation, Implementation and Evaluation of programs. Seat Time Waivers in AE?

b. Ad-Hoc Committee with Data next steps 1:45

- See data task force minutes from 4/29/11 attached

7. Deliverables – Due at the Retreat this June. Further comment and additions from the PPI members, should be forwarded to Gregg within 2 weeks.

- i. Goal Setting Policy Update to the field
- ii. Performance Monitoring Benchmark analysis with Data TF
- iii. TEMA Facilitation/collaboration
- iv. MAETC Spring Conference sessions
  1. Setting the Benchmarks: The Community College Connection – “Smile, You are a Part of the Big Picture”
  2. Goal Setting Policy Update: Update to PPI by Jeff and Mary

- v. Transition planning/process
- vi. Funding formula recommendation to Cliff
- vii. Others under development for release in report to Kathleen

Adjourn @ 3:00pm

***This activity is sponsored by the MAEPD Grant.***